

October 26, 2012

To: Executive Board

Subject: **Contract Amendment - Administrative Building Janitorial Services**

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## **Recommendation**

Authorize the Executive Director to execute Contract Amendment No. 3 to Agreement No. 10-017 for Administrative Building Janitorial Services in the amount of Thirty-Three Thousand One Hundred Eighty Seven Dollars and Twenty Cents (\$ 33,187.20) for a period of one year beginning December 1, 2012 through November 30, 2013.

## **Analysis**

On November 24, 2009 Foothill Transit entered into a Contract with PBM Facility Management in the amount of Twenty Eight Thousand Two Hundred Dollars (\$28,200) to provide janitorial services at Foothill Transit's Administrative Offices from December 1, 2009 through November 30, 2010. The Contract also provides that, at its sole discretion, Foothill Transit may exercise four one-year options extending the term of the Contract.

Foothill Transit has previously exercised two one-year options of Thirty Thousand Four hundred Fifty Six Dollars (\$30,456) and Thirty One Thousand Three Hundred Seven Dollars (\$31,307) respectively, which extended the term of the Contract through November 30, 2012.

PBM Maintenance Facilities has provided excellent service over the last three years and Foothill Transit desires to exercise a third one-year option.

The Contract provides that if Foothill Transit exercises its option to extend the term of the Contract, the price for the Contractor's services for each option year will be based on an adjustment based on the consumer price index to the cost per month and per year paid by Foothill Transit during the year prior to each respective option year.

The applicable consumer price index adjustment for the third option year is 0.06 percent.

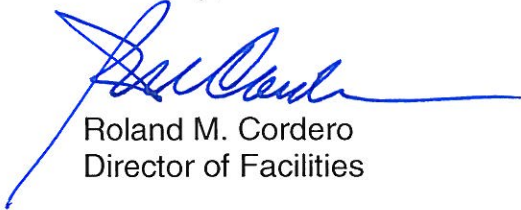
In exercising the third year option, the cumulative amount of the contract exceeds the Executive Director's approval limit under Foothill Transit's current Procurement Policy thereby requiring Executive Board approval.

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## Budget Impact

Funding for janitorial services is included in Foothill Transit's approved Fiscal Year 2013 budget.

Sincerely,



Roland M. Cordero  
Director of Facilities



Doran J. Barnes  
Executive Director